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OTE 87-3704

30 DEC 1987

MEMORANDUM FOR: Chief, Career Management Staff

FROM: [REDACTED]

Director of Training and Education

SUBJECT: Promotion Recommendation [REDACTED]

1. I recommend that [REDACTED] be promoted from GS-13 to GS-14 [REDACTED]

2. [REDACTED] is currently assigned to a GS-14 position as Chief, Near East and Asian Languages Department, Language Training Division (C/NEA/LTD). In this capacity, she supervises two section chiefs and [REDACTED] whose principal goals are to provide high-quality testing and language instruction to the Directorate of Operations, LTD's main customer, and to the other directorates. Managing the department represents a challenge because of the diversity of cultures, backgrounds, languages, and expectations. [REDACTED]

3. When [REDACTED] joined OTE, the NEA Department was by far the weakest of the three LTD departments and was in great need in terms of staffing, curriculum, supervision, and leadership. Ms. [REDACTED] admirably responded to the need and in fact became the best department chief in the Division. [REDACTED] has effectively used her strong operational experience to improve the language program. Because of this background, she was initially responsible for meeting with [REDACTED]

[REDACTED] officers. The division used this information as part of an on-going comprehensive review of this program. She also wrote operational scenarios and trained instructors on their use to ensure more job-relevant language training. Among [REDACTED] other significant contributions during the last two years are directing the first Japanese survival program and the first operationally-oriented total immersions [REDACTED] conceiving the first interagency Asian language conference; and establishing strong professional contacts with DO components and the other directorates. [REDACTED]

4. The Office of Training and Education and the DO have benefitted immensely from the assignment of [REDACTED] to a significant managerial position in LTD and intend to bring other DO officers to similar positions in the division. There is a better chance, however, to fulfill this goal if prospective candidates see that DO officers can be promoted in recognition of excellent

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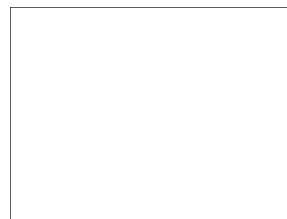
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performance (such as outside their main line of work
as ops officers. I urge the promotion panel, therefore, to
favorably consider this recommendation.

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